



ABOUT THE POSITION:

The Mill Valley Library is recruiting a **Supervising Librarian** for the **Lucretia Little History Room**. The person will direct the History Room's operations and services and supervise docents and staff to help acquire, preserve, and showcase local history. The person will oversee the Division's budget and also write grants to support additional projects. The candidate will continue implementation of current initiatives as well as help modernize and chart a future path for the History Room.

The History Room Librarian will:

- Seek partnerships with local organizations to acquire or share important local history collections.
- Look for creative ways to showcase the collection by curating original content for different formats.
- Oversee and expand Oral History Project.
- Monitor and improve preservation of materials.
- Assess copyright issues and fulfill photo requests.
- Collaborate with the Historical Society on shared mission to promote local history. Serve as Library's liaison to Board.
- Write articles, create reports, and make presentations as needed.
- Assist individuals and organizations with research.
- Manage historical archives exhibitions.
- Create innovative programs and services that will bring new audiences to the History Room.
- Help direct space/needs assessment to modernize History Room.

(See [Job Description](#) for complete list of essential duties & abilities.)

THE IDEAL CANDIDATE:

This is an excellent fit for a confident, take-charge person who thrives in a fast-paced, innovative environment. This is a Library where employees are encouraged to think big, and where those big ideas are fully supported. The ideal candidate will embrace a futurist view of services a library can provide and be dedicated to public service. He or she will have experience building partnerships and be a collaborator at heart. This person needs to be organized, detail oriented, and skilled at written and verbal communication. An M.L.I.S. from an ALA accredited program (or equivalent) and significant archival experience is required as is at least three years of increasingly responsible experience in professional library work, including at least two years in a supervisory or administrative capacity. This position requires the flexibility to work evenings and weekends as needed to support programs and services.



ABOUT THE DEPARTMENT:

The **Lucretia Little History Room** is dedicated to illuminating the unique history of Mill Valley and making it accessible to people of all ages and interests. We accomplish this by collecting, preserving, and promoting materials of enduring value pertaining to people, places, and events associated with Mill Valley and nearby areas, such as Mount Tamalpais and Muir Woods, that are an essential part of Mill Valley's historic heritage.

The collection includes about 7,500 historical photos, local artifacts, maps, house files, over 250 oral histories, and research materials. History Room staff serve the public with varied requests and also work with the Mill Valley Historical Society to support the Oral History Project, curate archives exhibitions, conduct research for the Historical Review, and assist with the Annual Walk into History.

SALARY AND BENEFITS:

\$6,018 – \$8,067/month DOE (40/hr. work week)

Please view [CalOpps](#) for additional information.

APPLICATION INSTRUCTIONS:

Filing Deadline is **5:00 P.M. Friday, January 31, 2020.**

1. To apply, please visit www.calopps.org
2. Utilizing the application process in the above link, please include (upload) your Cover Letter and Resume.

INTERVIEWS – SAVE THE DATE:

Please keep this in mind as you apply.

We hope to conduct interviews the week of February 10, 2020.

The City of Mill Valley is an Equal Opportunity Employer.